



Town of Brookline

Massachusetts

BUILDING DEPARTMENT REFERRAL FOR DESIGN REVIEW CASES

Location of Property: _____ Referral Date: _____

Referral for: ☐ Sign ☐ Façade ☐ Awning ☐ Wireless Telecommunication Facility

Proposed Business Name: _____ Prior Business Name: _____

Applicant Name (Business Owner): _____

Address _____ Telephone (____) _____

City _____ State _____ Zip Code _____ Fax (____) _____

e-mail _____

Designer Name (Signmaker, Architect, or Other): _____

Address _____ Telephone (____) _____

City _____ State _____ Zip Code _____ Fax (____) _____

e-mail _____

The following items must be included with this application (please check):

- ___ Brief written description of proposal – 1 copy
- ___ Photographs of existing conditions – 11 copies
- ___ Simulated photographs or building elevations of proposed work – 11 copies
- ___ Plans, elevations or photographs showing the overall sign dimensions, colors and text design (size, color and style of all text) – 11 copies
- ___ Color and material samples
- ___ Cross-section for awnings and other projecting elements (if applicable) – 11 copies
- ___ Illumination information (if applicable)
- ___ Site plan (required for free-standing signs) – 11 copies

Building Inspector Signature: _____

Received by Brookline Building Department

Received by Brookline Planning

FREQUENTLY ASKED QUESTIONS

1. What is the Design Review Process?

All new signs, awnings, façade alterations, and wireless communication antenna applications must be reviewed and approved by the Planning Board. Applicants must submit a building referral/ design review application and 11 copies of their design submission to the Building Department. Once this proposal is received by the Building Department, a meeting will be arranged with the Planning Board.

2. Where do I Submit my Application?

All applications must be submitted to the Building Department at the following address:

Brookline Town Hall, 3rd Floor
333 Washington Street
Brookline, MA 02445

3. How Much Will the Fees Be and Whom Do I Make the Check Out to?

The Building Department will determine your fee and will collect your check when you submit a completed application. Please make your check out to the Town of Brookline. As of 2/06, the Fee Schedule is as follows:

A) Signs

- | | |
|---|----------|
| 1. Illuminated Signs | \$200.00 |
| 2. Non-illuminated
(less than 10 sq. ft. area) | \$75 |
| 3. Non-illuminated
(more than 10 sq. ft. area) | \$100 |

B) Commercial Facades

- | | |
|------------|-------|
| 1. Awnings | \$200 |
| 2. Other | \$300 |

Note: An additional fee will be determined and collected for a building permit.

4. How Do I know if My Application/Proposal is Approved?

A representative from the Brookline Planning and Community Development Department will notify you about the date of the Planning Board design review meeting. You and/or a representative must attend this review. At the end of this review, the Planning Board will determine whether or not your application/proposal is approved and will send a memo to the applicant, or applicant's representative, and the Building Department with its decision.

5. How Long Will the Approval Process Take?

Once you have submitted an application, the process should take three to four weeks.

6. What if My Application/Proposal is Denied?

The application can be either resubmitted with changes or appealed to the Board of Appeals.